



JOB DESCRIPTION

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| Position title: | Finance Director, WWF-Greater Mekong |
| Directly reports to: | COO, WWF-Greater Mekong |
| Supervises: | WWF-Greater Mekong Sub-regional finance staff |
| Technically supervises: | GM Country Office Finance Managers |
| Validity: | October 2016 |
| Location: | Hanoi, Vietnam |

Background

WWF-Greater Mekong – on the ground in Cambodia, Laos, Myanmar, Thailand and Vietnam – is working to conserve the region’s biodiversity and build a secure and sustainable future for people and wildlife. WWF has a long history of engagement in the Greater Mekong. We helped establish conservation programmes in Thailand in the early 1980s, have been active in Cambodia, Laos and Vietnam since 1990, and most recently established a presence in Myanmar in 2013. WWF-Greater Mekong works with government, industry and civil society partners to ensure that, as the region develops, it doesn’t squander the natural riches that so many depend on and that drive the region’s economic future. We aim to support the countries of the region in realizing their shared vision of a poverty-free and ecologically-rich Greater Mekong (GM). Find out more at www.panda.org/greatermekong

Major Function

Working closely with the Country Finance Managers, oversees accounting and the implementing and monitoring of internal controls in country offices. Ensure all WWF GM country offices reach the agreed minimum level of, and are improving in, their overall financial performance measured by KPI’s and PO Dashboard. Ensure effective implementation of all adopted financial policies, procedures and legal requirements at the countries of operations. Streamline financial processes and procedures, and implements new financial initiatives and requirements. Provides training and capacity building to finance and other staff in the programme office. As a member of the Regional Management Team (RMT), he/she shares responsibility for the overall financial performance of the GM Programme Office.

I. Major Duties and Responsibilities

Budgeting

- Prepare and present annual budget based on the annual operations plan. Obtain necessary management approval prior to submission to WWF International (Including reviewing and consolidation of country office budgets)
- Monitor expenditure against budgets and advise Directors and Managers of any significant variances
- Review and update forecast and to ensure that at least a balanced budget is applied throughout the Country Offices and Regional Programmes

Reporting

- Review and report financial performance of WWF GM and country offices
- Prepare and present to PIA shareholders on relevant matters as and when required including participation in PIA shareholders meeting
- Ensure proper and timely reporting to WWF donors and WWF International
- Analyse and provide overview of cost recovery to donors and Programme management
- Responsible for WWOV/Dashboard- Financial and audit and risk indicators
- Ensure full implementation of country office reporting, year-end consolidated reporting and WWOV/Dashboards by end of FY17.

Strategic Planning

- Lead the development and implementation of the Finance strategy for GM in alignment with the rest of the GM Strategic Plan, ensure finance strategy is effectively implemented
- Provide inputs and endorse the Finance action plan of country programmes

System and Internal Controls

- Facilitate and support the Oracle Light project implementation at regional level and country level including
 - Ensuring appropriate project team members and key decision makers are identified and available to fulfil their project responsibilities for example, encourage and support active engagement of team members in trainings designated for them, UAT and acceptance testing, cutover.
 - Validating Oracle Role and Responsibility matrix, ensuring adequate controls are in place prior to submission to WWF International for approval.
 - Ensuring the transition from ACCPAC to Oracle including support, review of TB cleansing and Trial Balance mapping process;
 - Signing-off on the country local requirement that need OL adaptations in line with local legal requirements.
 - In co-ordination with the Country Finance Managers, manage and provide advice to the Accounting Business Analyst
 - Leading Cutover daily meetings for each country – 1 hour bi-weekly meeting from Mid-January to March.
- Ensure that Internal Controls Matrix (ICS) are updated on an annual basis including review of the ICS prepared by the Country Offices.
- Ensure Finance systems, policies and procedures are in place and are in compliance with WWF International standards and local relevant laws and regulations
- Plan and organize the effective communications of all Finance policies and procedures to employees
- Ensure system back up, staff back up on accounting systems and software as and

when required

- Develop all necessary internal controls to ensure that financial systems operate effectively and to identify/mitigate potential problems
- Responsible for review and update GM audit status report on a quarterly basis
- Work closely with Country and Project Offices to ensure the proper use of accounting systems as documented under WWF International Field Office Guidelines to ensure that WWF Financial Policies and Procedures are correctly implemented and adapted for local conditions and structures at the Programme Office as well as at the Project Sites
- Oversee the implementation of an effective cost recovery system

Staffing, training and recruitment

- Review and ensure that staffing requirements for finance functions remain adequate at region and country programmes, including ensuring succession plan and talent management are in place.
- Involve in the recruitment and selection of GM sub regional Finance staff and Finance Manager at country offices
- Provide induction, training, coaching and advice to all Finance staff of GM to ensure that they understand finance systems, policies and procedures and carry out their responsibilities effectively
- Input to and review of Country Finance Managers' AIM

Banking, Audit and Tax

- Co-ordinate with the Country Directors, Finance Staff in Country Offices, Regional Programme and WWF International to establish project bank accounts
- Review and monitor the use and flow of funds on all project accounts according to approved budget
- Responsible for treasury and cash management. Update and monitor cash flow projections
- Direct the preparation for all audit schedules including WWF's year-end external audit or individual internal project or Programme Office audits

Others

- Provide support to the preparation and review of funding proposals, especially those to be submitted to GAAs, donor NOs and other major donors and ensure that WWF Greater Mekong complies with the requirements of WWF-International accounting standards, Government Ministries and regulations of the host country, Government and Aid Agencies
- Develop, monitor progress, review and update Finance activity workplan to ensure that the organisation attains its objectives as cost-effectively and efficiently as possible

II. Profile

1. Required Qualifications

- Bachelor degree in Accounting, Finance and/ or Master's degree in Finance, Business Management or Business Administration.

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- ACCA, CPA, CA qualification or equivalent professional accounting certification is preferred
 - Minimum 7 years of experience in similar capacity with regional responsibilities, of which 3 years are within the Greater Mekong Region or South East Asia region.
 - Experience in developing, managing and monitoring finance, accounting, policies and procedures, preferably in the context of an international organisation
 - Thorough understanding of international finance, tax and local statutory requirements in the region.
 - Knowledge of GAAP, IFRS and IAS, good knowledge of grant accounting or project finance including reporting requirements of major Bi-lateral Aid Agencies

2. Required Skills and Competencies

- Leadership and management
- People management, coaching, mentoring and capacity building/development
- Strategic thinking
- Presentation, communications, negotiation and interpersonal skills
- Financial analysis and management
- Report writing
- Problem solving, and management of conflict, risk and crisis
- Proficiency in accounting software ORACLE preferred or any ERP systems Fluency in written and spoken English
- Proficiency in MS Office
- Adherence to WWF's values, which are: Knowledgeable, Optimistic, Determined and Engaging
- Respective Competencies: WWF Focus; External Orientation; Delivery quality outcomes; Building working relationships; Communicate effectively; Leading teams; Leading change; Managing Resources; Establishing & Executing Strategic Direction; Building Organizational Capability

III. Relationships

Internal: Reporting to the CC and working closely with GM Regional Management Team, Finance teams of Country Offices. Engages with and support WWF GM staff. WWF Network: Interact with Finance team with the NOs, WWFI Finance and Asia Pacific Finance.

External: Liaise with external auditors, external consultants and government bodies, banks and tax agents.

This JD covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Prepared by:
Supervisor

Signature

Date:

Accepted by:
Staff member

Signature

Date: